### Department Chair Meeting

**9/15/06**  
**9:30-10:30**  
**ST 108**

<table>
<thead>
<tr>
<th>ATTENDEES:</th>
<th>Dawn Lindsay</th>
<th>Joe Eckstein</th>
<th>Tom Wagner</th>
<th>Gail Zwart</th>
<th>Fernando Salcedo</th>
<th>Tim Wallstrom</th>
<th>Diane Dieckmeyer</th>
<th>Jim Morrison</th>
<th>Mark Lewis</th>
<th>Todd Wales</th>
<th>Buck Stevens</th>
<th>David Payan</th>
<th>Carol Farrar</th>
<th>Sheryl Tschetter</th>
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**COLLECTION OF SYLLABI – Dawn Lindsay**

All class syllabi will be kept in a file drawer in the IDS area. Instructors will give a copy of their syllabus to their department chair. The chair will give them to the IDS for filing. All must be collected and reviewed prior to accreditation. They must contain the SLO for the class. There was a suggestion that a sample outline that includes an SLO be provided to part time faculty to use as a guide for their class.

**FINAL EXAM SCHEDLE – Joe Eckstein and Dawn Lindsay**

There was discussion about the possibility of eliminating the final schedule and having finals given on the last day of your regular class meeting. Will have to check to make sure that there is not a requirement that a two hour time span be allowed. Tom Wagner said he would bring the idea to the Academic Senate meeting next week. Joe said he would check with the CTA.

**WINTER SCHEDULE – Joe Eckstein**

There was discussion about off campus class issues. Also discussed low enrolled classes. There was a suggestion/request that departments be allowed to average their enrollment numbers for large and small classes in order to keep classes that continually have low numbers from being cancelled. Dr. Lindsay explained that Norco now has their own part time faculty budget that we must work within and that low enrolled classes will have to be watched carefully. We want to spend adjunct faculty funds wisely. Norco has four classes at Rubidoux for the Winter session. It was also suggested that more on-line classes be offered. The Winter schedule classroom conflicts were discussed and resolved.

**NEXT DEPARTMENT CHAIR MEETING**

**OCTOBER 13 – 9:30 TO 10:30 ------ST 108**